



**MINUTES**  
**KILLEEN ARTS COMMISSION**  
REGULAR MEETING  
CITY HALL - COUNCIL CHAMBERS  
101 N COLLEGE STREET  
February 12, 2016  
12:15 P.M.

**Call to Order**

Chairperson Cossey called the meeting to order at 12:15 p.m.

**Roll Call**

Attending: Commission members: Ralph Cossey, John Doranski, Jennifer Hetzel, John Miller, Nina Cobb, Krista Kasper, Cortina Merritt, and Mike Bartoszek

City Staff: Karen Evans, Assistant Director of Finance  
Tanya Strickland, Comptroller  
Traci Briggs, Deputy City Attorney  
Cecelia Dunbar, Executive Assistant

Absent: Commission members: Rachel Brent  
City staff: Jonathan Locke, Executive Director of Finance

Citizens: Rodney Duckett, IMPAC Outreach  
Luvina Sabree, Armed Forces Natural Hair and Health

**Discuss and Consider Approval of Agenda for the January 8, 2016 Regular Meeting**

Commissioner Bartoszek moved to approve the agenda seconded by Commissioner Miller. The motion passed unanimously.

**Discuss and Consider Approval of Minutes for the November 13, 2015 Regular Meeting**

Commissioner Hetzel moved to approve the minutes seconded by Commissioner Bartoszek. The motion passed unanimously.

**Review Arts Commission Attendance Record**

The attendance records were reviewed.

**Discuss any Arts Commission funded events attended by the Arts Commissioners**

Commissioners Kasper and Hetzel attended the Vive Les Arts Societe presentation of Boeing Boeing and thought it was very funny.

**Receive briefing by City Staff on FY 17 Grant Cycle**

City Staff briefed that the FY 17 Grant Cycle would open on March 7, 2016. The grant workshops are scheduled for March 4 and March 24, 2016. The deadline to apply for an FY 17 Arts Grant is April 15, 2016.

There was one citizen speaker at this meeting. Ms. Luvina Sabree questioned if there was any funding still available for the FY 15-16 time period. City Staff explained that the grant cycle period FY15-16 had closed.

**Receive briefings by sub-committees**

- A. Rules and Regulations – Commissioner Cossey gave a report to the commission on the goals for the rules and regulations sub-committee. They had three major goal groups – 1) Mission – partnering with other organizations, public awareness, events, and relationship with hotel industry; 2) Governance – expanding grant access, permanent art long term, and new key measures for tourism; 3) Accountability – transparency, diversity in spending and operating budget. They had three major things they would like to accomplish with these goals in mind:
  - a. Prepare a proposal of additions, amendments, or deletions to existing 2015-2016 rules.
  - b. Strengthen mission statement to align with our objectives.
  - c. Prepare proposal for operational budget to allow commission to promote and produce artistic valuable events.
- B. Marketing - Commissioner Hetzel gave a report to the commission on the goals for the marketing sub-committee. The sub-committee discussed the three documents the commission was considering for marketing efforts:
  - a. A letter to former grantees informing them of the upcoming grant cycle
  - b. A letter to nonprofit organizations informing them of the availability of arts grants and the upcoming grant cycle
  - c. A process flow chart explaining the grant process would be attached to both letters.

**Consider a recommendation and a draft document from the marketing sub-committee regarding notifying prior grant recipients of the FY 17 grant cycle**

Commissioner Cobb moved to approve with the following changes:

- a. All dates filled in according to grant cycle calendar.
- b. Stress that the grants are for non-profit organizations.
- c. List all FY16 Grant Events
- d. Change the salutation to formal format.

Commissioner Bartoszek seconded the motion.

**Select six representatives to attend Cultura Filipiniana Event**

Event: 13<sup>th</sup> Annual Barrio Fiesta in Killeen – “Kundiman” Serenade  
Date/Time: February 27, 2016  
Location: Killeen Civic & Conference Center, 3601 South W.S. Young Drive  
Fee: \$35 Adults; \$25 Children 5-9 Years Old

Commissioners Bartoszek, Miller, Doranski, and Hetzel received tickets.

**Select six representatives to attend a VLA Event**

Event: Smokey Joe’s Café  
Date/Time: February 19-21, 2016 and February 26-28, 2016  
Friday and Saturday @ 7:00 p.m., Sundays at 2:00 p.m.  
Location: Vive Les Arts Theatre, 3401 S. W.S. Young Drive  
Fee: Adult \$20.00; Military/Senior \$18.00; Child/Student \$15.00

Commissioners Kasper, Cobb, Hetzel, Merritt, Doranski and Bartoszek



**Next Meeting Date**

The next regular meeting is scheduled for Friday, March 11, 2016 at 12:15 p.m. in Council Chambers.

**Adjournment**

The meeting adjourned at 1:47 pm

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Ralph Cossey, Jr., Chairperson

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Cecelia Dunbar, Executive Assistant